

# Request for Funds E-mail Instructions

## August 2006

### New Policy

Effective August 31, 2006, Budgets will only accept electronic Capital Outlay Allocation Request for Funds/Funds Request (FR) to the group e-mail addresses listed as follows:

[G-11/G-12 -Funds Request/HQ/Caltrans/CA/Gov](mailto:G-11/G-12-FundsRequest/HQ/Caltrans/CA/Gov)  
[SHOPP-Funds Request/HQ/Caltrans/CA/Gov](mailto:SHOPP-FundsRequest/HQ/Caltrans/CA/Gov)  
[STIP-Funds Request/HQ/Caltrans/CA/Gov](mailto:STIP-FundsRequest/HQ/Caltrans/CA/Gov)

The Budgets Funds Request e-mail accounts have been set-up with auto-forward capabilities. Budgets' District Group Contact List will receive an auto-forward e-mail with the subject header as a confirmation receipt.

### General Requirements for Subject Line

The following guidelines refer to all Budgets Funds Request group e-mail accounts to ensure electronic mail rules will work and the interested parties will receive their confirmation or auto-forward copies.

### District Format

The Subject Line must be in the following sequence: District, Space and Two - Digit Numbers. The word district can be the following alternatives: **District, Dist, or Dist.**, before the Space and Two-Digit Numbers

(Sample formats: District **01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12** and **75**).

### Subject Line Formats

The following guidelines refer to a specific e-mail account to ensure electronic mail rules will work, and the interested parties will receive their confirmation or forward copies.

- **STIP (See Figure 1)**  
Required Subject Line - **District-EA**  
**For Rail and Program 320 use District 75**

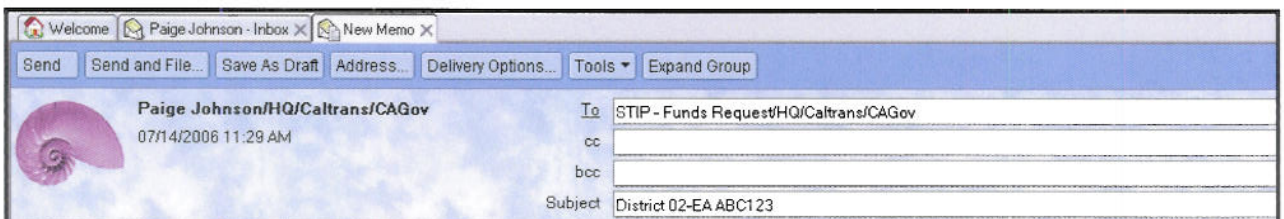
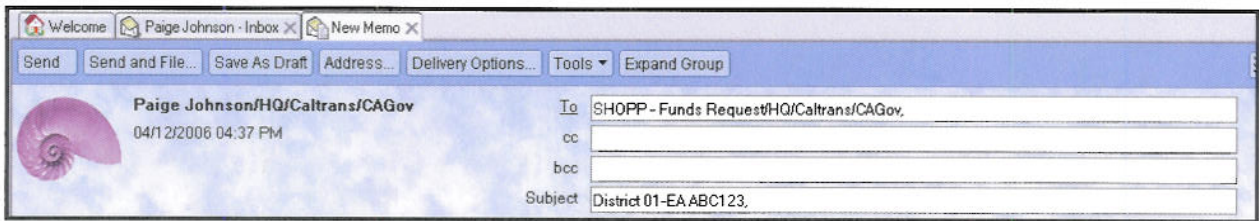


Figure 1 – STIP Subject Line Format

- **SHOPP (See Figure 2)**  
Required Subject Line - **District-EA**

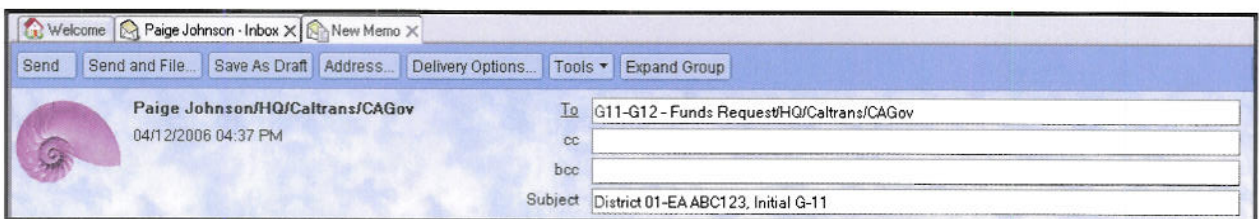


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04/12/2006 04:37 PM

To: SHOPP - Funds Request/HQ/Caltrans/CAGov  
cc:  
bcc:  
Subject: District 01-EA ABC123

Figure 2 – SHOPP Subject Line Format

- **G-11/G-12 (See Figure 3)**  
Required Subject Line - **District-EA,**  
**Initial or Supplemental**  
**Identify Type – G-11 or G-12**



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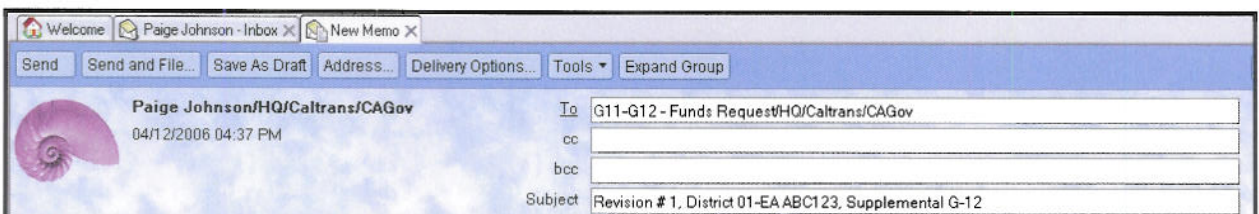
To: G11-G12 - Funds Request/HQ/Caltrans/CAGov  
cc:  
bcc:  
Subject: District 01-EA ABC123, Initial G-11

Figure 3 – G-11 and G-12 Subject Line Format

### Revised Request

The following guidelines refer to revised FR to ensure correct version is forwarded and processed.

- **Revised (See Figure 4)**  
Required Subject Line - The Word - **“Revision”**  
**Number of Revisions**  
**Type of Request as Listed Above**



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04/12/2006 04:37 PM

To: G11-G12 - Funds Request/HQ/Caltrans/CAGov  
cc:  
bcc:  
Subject: Revision # 1, District 01-EA ABC123, Supplemental G-12

Figure 4 - Revised Request for Funds All Accounts

If you have any questions, please contact Paige Johnson, Capital Outlay Branch, Division of Budgets at (916) 654-3082 or Calnet 8-464-3082.